

JOB POSTING - Shipping and Receiving Clerk (Tecumseh)

JOB TYPE - Full-time

Duties and Responsibilities

- Count items in accordance with the packing slip and purchase order to ensure the correct number of items have been received
- Receive incoming shipments and compare items to work orders provided by supervisor
- Determine storage areas for incoming shipments and allocate appropriate space within the warehouse
- Assist in physically moving incoming items to designated storage areas and supervise storage activities
- Look through work orders to determine order picking activities and pick orders according to the specific instructions provided
- Order entry as required
- Assist and work with Purchasing
- Match order information in order cards with information on picked items to ensure control
- Ascertain the quality and quantity of picked items and ensure that they are safely delivered to the delivery pallet
- Record damaged or defective items and replace them according to company policies
- Handle returns and exchanges by ensuring that reverse distribution processes are followed properly
- Ascertain that all incoming and outgoing shipments are properly labeled and that correlating documents are available with each shipment
- Select the method of consignment utilizing knowledge of shipping procedures, routes, and rates
- Arrange for a carrier vehicle or pickup
- Compare the amount and identification numbers of goods against orders
- Post weight and shipment charges
- Maintain files of shipping records
- Trace missing or lost shipments
- Coordinate the specifications for wood and cardboard containers or pick per-assembled containers
- Route products to departments
- Attach identifying information and delivery instructions on containers
- Organize records of goods shipped
- Work with customs for international shipments
- Follow up on the arrival of goods at the customers, subcontractors facilities
- Clarify that all inspection reports and customer conforming documents are included with products
- Create and distribute electronic documents to customer contacts
- Coordinate internal truck traffic and drivers to maintain supply chain demand
- Driving requirements include driving throughout town and to USA for delivery of parts
- Prepare all customs documents for incoming and outgoing shipments
- Assist with packing slips and invoices
- Other duties as assigned
- G Class Driver's Licence (Required)

Physical Requirements:

- Lift and carry object weighing up to 100 pounds
- See and hear well (either naturally or with correction)
- Valid Passport with a clean driving record

Send your Resumes to Lyn at lyn@westofwindsor.com who will forward your resumes to Employer